

## **Technical Service Provider(s) Request/ Certification Form**

### **Section I - NRCS Representative fills out the following information:**

Participant's Name \_\_\_\_\_ Program \_\_\_\_\_

Contract Number \_\_\_\_\_ County \_\_\_\_\_

Conservation Practice Code	Practice Amount (acres, Animal Units, numbers)	900 Series Code (910, 911, 912 and/or 913)	NTE Rate	Total \$ Amount

### **Section II - Program Participant completes the following information:**

#### **CNMPs - Certified TSP Requirements:**

The Technical Service Provider(s) (TSP) listed below has agreed to provide the services for the CNMP (910) listed in Section I above as currently scheduled in my Conservation Program contract.

1. CNMP Plan Development – Total Plan

\_\_\_\_\_  
TSP Name TSP TechReg ID #

**OR all 3 of the following for a CNMP:**

1. CNMP Plan Development - Manure and Wastewater Handling and Storage

\_\_\_\_\_  
TSP Name TSP TechReg ID #

2. CNMP Plan Development - Land Treatment

\_\_\_\_\_  
TSP Name TSP TechReg ID #

3. CNMP Plan Development - Nutrient Management

\_\_\_\_\_  
TSP Name TSP TechReg ID #

#### **OTHER NON CNMP PRACTICES LISTED IN SECTION I ELIGIBLE FOR FUNDING:**

The Technical Service Provider (TSP) listed below has agreed to provide the services for the conservation practice(s) listed above as currently scheduled in my Conservation Program contract.

\_\_\_\_\_  
TSP Name TSP TechReg ID #

\_\_\_\_\_  
TSP Name TSP TechReg ID #

The TSP(s) and I understand that in order to receive reimbursement, the technical assistance must be initiated by the TSP by September 30<sup>th</sup> of the current fiscal year and must be complete within 12 months of this application. The USDA-NRCS reimbursement will be based on the actual billed cost Not-To-Exceed (NTE) the TechReg posted NTE rates at the time the contract is modified. It is my responsibility to negotiate and pay the TSP accordingly. The negotiated price may be lower, equal to, or higher than the TSP NTE rate.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

## Technical Service Provider(s) Request/ Certification Form

### Section III - TSP completes the following Section:

Participant's Name \_\_\_\_\_

Program \_\_\_\_\_

Contract Number \_\_\_\_\_

County \_\_\_\_\_

Contract Item No.	Practice	Inspection Date	Practice Completed	Applied Acres

**CERTIFICATION BY TECHNICAL SERVICE PROVIDER(s):** I (We) certify that the above information is true and correct. I (We) further certify that the acres certified show(s) that the practice(s) listed above was (were) performed in accordance with the practice specifications and other program and contract requirements. I (We) also hereby certify that this certification is not a duplicate of any other submitted by me (us).

\_\_\_\_\_  
TSP Signature

\_\_\_\_\_  
TSP TechReg ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
TSP Signature

\_\_\_\_\_  
TSP TechReg ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
TSP Signature

\_\_\_\_\_  
TSP TechReg ID #

\_\_\_\_\_  
Date

\_\_\_\_\_  
TSP Signature

\_\_\_\_\_  
TSP TechReg ID #

\_\_\_\_\_  
Date

## Technical Service Provider(s) Request/ Certification Form

### *TSP Step-by-Step Process for Program Participants*

1. The Participant notifies NRCS that they want to use a TSP for the practice(s).
  - a. The Participant selects a certified/approved TSP from the TechReg website at <http://techreg.usda.gov>.
    - i. The website contains a resume of the qualifications and the individual categories in which the TSP is certified, and the Not-To-Exceed (NTE) rates for reimbursement.
    - ii. Participants will not be reimbursed if the TSP is not qualified for the specific practice, nor reimbursed more than the NTE rates.
2. **Subject to availability of funds:** The Contract must be modified to include the TSP services and Not-To-Exceed payment rates prior to the TSP starting work.
  - a. The Participant signs the Contract Modification for TSP services with final approval by NRCS. The TSP funds are not officially approved until NRCS approves the modification.
  - b. NRCS will notify the Participant when final approval is authorized, and will provide a copy of the NRCS-CPA-1156 modification form.
3. The Participant hires the TSP, and develops a contract or agreement with the TSP for the services to be provided, payments and schedule for completion. It is up to the Participant to negotiate the rate that the TSP charges, as well as establishing when and how the payment will be made to the TSP. Participant works with the TSP to assure that the work will be completed within 12 months of this request for TSP funds.
4. The Participant works with the TSP to complete the contracted services.

Important! A detailed description of work required and deliverables from the TSP are listed in each practice "Statement of Work" on the eFOTG website. Participants will not be reimbursed until all required items are delivered to NRCS.
5. The TSP provides copies of all required documentation as listed in the Statement of Work and an invoice for the services completed to the Participant.
  - a. The amount paid will be the actual bills not to exceed the NTE rate in the contract.
    - i. If the TSP charges more than NTE rate, it is the Participant's responsibility to pay the difference.
6. The TSP certifies completion of work in Section III of this form and submits a copy of this to the participant along with the TSP's bill for services.
7. The Participant submits to NRCS the following required documentation, Pages 1 and 2 of this form, and the invoice for services from the TSP.
  - a. Nutrient Management Plans, Pest Management Plans and Comprehensive Nutrient Management Plans are not required to be maintained in the NRCS case file. Approved checklists and all plans should be available from the Participant upon request.
8. NRCS reviews the documentation and, if complete, certifies the practice complete
9. NRCS produces a NRCS-CPA-1245 for the participant's signature and processes the payment.